

NONRESIDENT
CONCEALED HANDGUN PERMIT
APPLICATION CHECK LIST

- ☐ Completed and signed SP-248 application. The application is available at <https://vsp.virginia.gov/services/forms/#Firearms>
- ☐ Money order or cashier's check in the amount of \$100.00 made payable to the Virginia State Police.
- ☐ One photograph meeting required specifications.
- ☐ Completed fingerprint card (Applicant Card FD-258). The impressions must be obtained by a law enforcement agency, and the card must:
 - ☐ be signed by the applicant,
 - ☐ be signed by the law enforcement individual taking the prints,
 - ☐ include the telephone number of the law enforcement individual taking the prints to facilitate validation of authenticity, and
 - ☐ the agency stamp on the back of the print card is requested but not mandatory.

Note: Prints obtained by a private company acting as an agent of a law enforcement agency are acceptable. Prints obtained electronically must be copied onto an Applicant Fingerprint Card FD-258; electronic submission is not available.

- ☐ Documentation of competence with a handgun (except upon renewal).
- ☐ Photocopy of a valid photo-ID issued by a governmental agency.
- ☐ Place your return address on the envelope and apply the appropriate postage.

All boxes should be checked before mailing the information to:

Firearms Transaction Center
Nonresident Concealed Handgun Permits
Criminal Justice Information Services Division
Department of State Police
P.O. Box 85141
Richmond, VA 23285-5141